## **Wyoming Prevention Framework Community Grant Report**

## Attachment B This report is for this time period Please email this report as an attachment to... Substance Abuse & Mental Health Services Division, February 2007 - June 30, 2007 Wyo Dept. of Health For information call 1-800-535-4006 Today's Date or 307-777-6494 County Contract Organization Name Peak Wellness Center Your Name Krista West Please keep both a hard-copy and file copy for your Your Mailing Address City, State, Zip Your Work Phone Number PO Box 1078 records Wheatland, WY 82201 307.322.1556 307.322.8174 Fax Your Work Email Address kwest@peakwellnesscenter.org

	Г		Percent		
			Completed		
			(or notes on	Date	
Item	Contract Deliverables	Date due	amount completed)	Completed	Comments or Notes
	Staff, Board of Directors, Volunteers, Work		, , , ,		
Α	Assignments, and Technical Assistance				
					Krista West, 60% of time,
					kwest@peakwellnesscenter.org, 322.1556 Lewana
١.	SPF Staff Hired (report name, percent of time,				West .25 FTE, lswest@peakwellnesscenter.org,
1	email address, phone number)	Prior to 2/1/2007	100%	2/1/2007	322.1556
2	Supervise SPF staff/staff evaluation (note dates	1 Jun 07	0		Evaluations in June
	and any notes)  Name, title, and phone number of the staff's	1-Jun-07	0		Evaluations in June Krista West, Director of Own It! Prevention Spectialist
2	supervisor		100	2/1/2007	307.322.1556
3	Criminal history record compliance (briefly note		100	2/1/2007	307.322.1330
	yes or no if any action was taken this quarterdo			When hired	
4	not report names)		100	2003	All Staff through PWC Policy
					Krista West, Lewana West, George Kopf, Nancy Cagle,
5	Staff training and paid travel		100	2/17/2007	Penny Simonton, Steve Loyd CADCA conference.
	(list all training paid under the contract, dates,				
	traveler name, amount)				CADCA \$16602 2-11-07 to 2-17-07
	Notify the Division of any board of				
6	directors/staffing changes				No Change at this time.
_	Other Contract Morely Agreements (report datails)		400	2/24/2007	WYSAC Contract approved by PWC Board and signed by Krista West
	Other Contract Work Agreements (report details)  Complete agreement with SPF-TAC		100 100		Steve Mincer, Director of Wheatland signed
	Other		100	1/11/2007	oteve Militer, Director of Wheatland Signed
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В	Needs Assessment Activities				
		Feb or March		March 3-7	
1	Needs Assessment Training/Winter 07 Meeting	2007	100	2007	Krista
		Feb or March		March 3-7	
2	Needs Assessment Instrument Received	2007	100	2007	Krista- Lisa Laake Emailed
				March-May	
3	Data Collection	15-May-07	40	2007	Krista West, Coordinator along with CAC members
	Data Analysis	45 May 07	40	March-May	Kriete West Coordinates along with CAC results
	Data Analysis Priorities Identified	15-May-07 15-Jun-07		2007	Krista West, Coordinator along with CAC members
	Needs Assessment Sent to SAD	15-Jun-07 15-May-07	40		Krista West
	Receive SAD Comments @ Needs Assessment	15-May-07		, -	INIGIA TYCOL
	Revise Needs Assess/Submit Final	10 04/1 07			
8	Other				
	1	ı l			
			Percent	Date	
Item	Contract Deliverables	Date due	Completed	Completed	Comments or Notes

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
С	Community Infrastructure Activities				
1	Community Advisory Council Activities briefly list CAC activities		100		CAC meets monthly to discuss each entities concerns and needs. Share resources and ideas. CAC also works on the PF grant and gathering information.
	Community Advisory Council Meetings			October -	
2	List dates & number of people who attended		100	present	See attached minutes.

	See below for membership report				
	D				
	Budget and Funding Approved by CAC (attach	44/00/0007	400	44/0/0007	CAO
	minutes)	11/30/2007	100	11/8/2007	CAC approved the grant application.
	Community Resource Assessment	44/45/0007		44/45/0007	
	note date and attach report	11/15/2007		11/15/2007	
5	Present Findings/Process to Community		100	11/16/2007	
	(Optional) local SAPST and/or CADCA Training for				Went to national training and updated the board on
6	SAC/Community		100	2/28/2007	return.
					The community was interviewed and introduced to the
	Briefly describe how the community was involved			Feb. through	grant and the outcome possibilities. Information was
7	in the SPF process during this reporting period		100	March	gathered from the community.
					Name change to PC2 (Platte County Prevention Council).
					We are also in the process of forming another 501c3 for
8	Other CAC/Infrastructure			11/8/2007	the CAC and future collaberations.
D	Strategic Planning Activity				
	Attend Strategic Planning Training	Jul-07	0		
	Receive Strategic Planning Materials from SAD		0		
	Research Evidence Based Strategies		0		
	Match Strategies to Data/Needs		0		
	Write Strategic Plan		0		
	Submit Strategic Plan to SAD	_	0		
	Receive SAD Comments/Revise/Final Plan	31-Aug-07	0		
	Other		0		

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
E	Implementation (only with SAD approval)				

## F Deliverables and Assurances

	Reports				
	For February 1 - April 30				
	May 15: Submit this report to SAD	15-May-07	100	15-May-07	With attachments of CAC minutes.
2	May 15: Submit Expenditure Report to SAD	15-May-07	100	15-May-07	
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07	0		
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07	0		
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07	0		
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07	0		
7	Complete evaluation agreement with WySAC	30-Mar-07	100	3/22/2007	
8	Provide any other evaluation information				
9	Submit any requested data	30-Apr-07	100	30-Apr-07	Wysac Tables
10	Obtain Chapter 16 Prevention Certification				
11	On-Site evaluations or reviews	18-May-07			WYSAC is scheduled to meeting May 18th.
	Post 2 newspaper ads/articles about the SPF grant				
12	(attach copy)	30-Mar-07	100	27-Mar-07	Article was emailed the paper and I spoke to the Editor.

			Percent	Date	
Item	Contract Deliverables	Date due	Completed	Completed	Comments or Notes
G	Other Information				
	Briefly describe any actions taken by the LEAD			12-01-07, 3	Fiscal Agent and Lead Director approved the grant
	AGENCY (fiscal agency) board of directors or high			20-07 and 1-	application and budget. Lead Director of PWC Board
1	level staff around the SPF SIG grant		100	11-07	approved the contract with WYSAC and WDHAA
	Restricted activities (report any approval				
2	requested and received for these)				N/A
	fairs/brochures/educational materials				
	media				
	Please note any <b>significant</b> changes from the				
3	budget submitted in the application.				N/A
	What was the one greatest accomplishment this				The CAC working together for a common goal and
	reporting period? How was this accomplishment				having greater ownership in the process. This was
4	shared with the community?		100	3/27/2007	shared in a newspaper article.

Ę	What was the one greatest barrier this reporting period? What was done to address this barrier?	100	Getting WRBS data from the schools. Visiting with the schools and showing the need for that documentation
6	Please briefly list any significant changes or information related to this grant		No significant changes at this time.
7	Please provide input and recommendations about technical assistance provided by SAD and SAD contractors		N/A

## **COMMUNITY ADVISORY COUNCIL**

	COMMUNITY ADVISORY COUNCIL			1	
	Member's Name	Date first joined	Number of meetings attended (total to date)	Please note if this is a representative of the sectors listed on page 6 of the application instructions.	Agency or Constituency Represented
		Prior to Contract	5 of 7	yes	DFS
	George Kopf	Prior to Contract		yes	PCSD #1
	Nancy Robinson	Prior to Contract	6 of 6	yes	Tobacco Prevention
		Prior to Contract Prior to Contract		yes ves	Own It! - 21st CCLC, PF Grant, Peak Wellness Center Own It!, PWC
	Lewana West		7 of 7	,	Own It- PWC
	Dan Brown		1 of 7	yes	PCSD #2
$\vdash$	JoAnne Keys	Prior to Contract		yes ves	Own It! - PWC
_	Nancy Cagle		4 of 7	ves	Faith Based, Libbey After-School Program
	Marika Anderson		3 of 7	ves	Own It - PWC
	Pastor Darlene Trejo-Cain	Prior to Contract		,	Meth Initiative
	Seth Parsons	3/14/2007		yes ves	DFS
	Steve Kiegley	2/28/2007		ves	Sheriff
	Kristi Leavitt	visitor	1of 7	yes	Cheyenne PWC, marketing and Block Grant
		Prior to Contract		ves	PCSD #1
		Prior to Contract		,	PWC
	Jerrene Braisted	12/13/2006		yes yes	Project Safe
	Jerrene Braisted	12/13/2006	3	yes	Project Sale
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